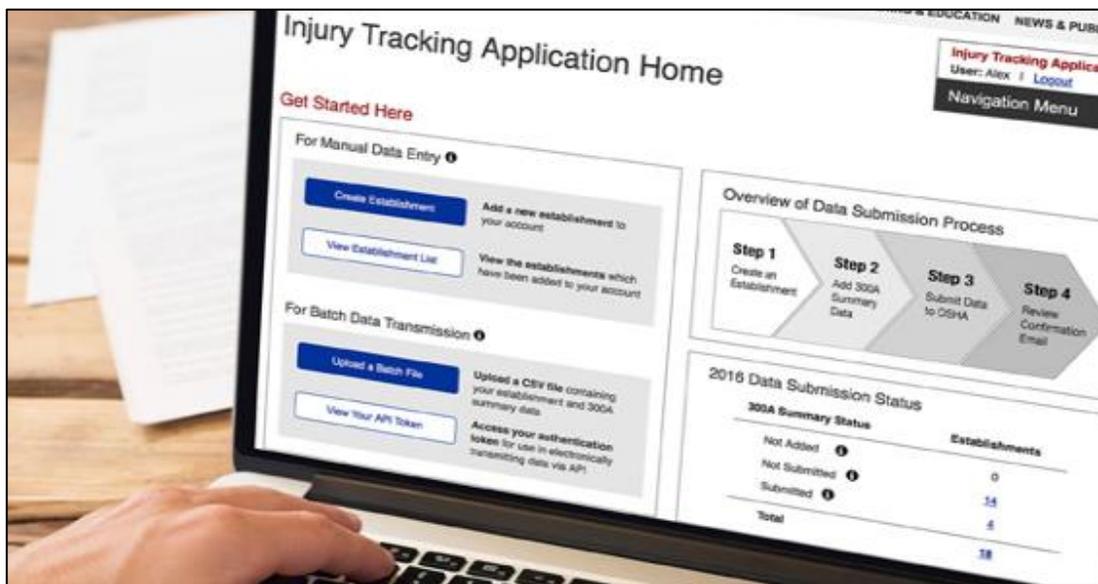


GUIDE TO OSHA'S ELECTRONIC ILLNESS AND INJURY REPORTING REQUIREMENTS



November 2021

Loss Control Services
WORKERS' COMPENSATION TRUST
www.wctrust.com ♦ losscontrol@wctrust.com

Workers' Compensation Trust

Guide to OSHA's Electronic Illness and Injury Report Requirements

Effective January 1, 2017 OSHA issued a final rule which revised its requirements for recording and submitting records of workplace injuries and illnesses to require that some of the recorded information be submitted to OSHA electronically for posting on the OSHA website.

Information and resources to assist Trust members and Self-Funded Clients is contained within this package of information.

The criteria for those employers who must report electronically to OSHA their completed OSHA 2016 Form 300A information by December 31, 2017 is:

Who: ***A covered establishment (based on the NAICS (North American Industry Classification System) code) who is non-exempt from the recordkeeping requirement.*** Establishments (OSHA defines an establishment as a single physical location where business is conducted or services or industrial operations are performed) with 250 or more employees that are currently required to keep OSHA injury and illness records, and establishments with 20-249 employees that are classified in [certain industries](#) with historically high rates of occupational injuries and illnesses. To determine if you need to provide OSHA with the required data, you need to determine each establishment's peak employment during the 2016 calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.

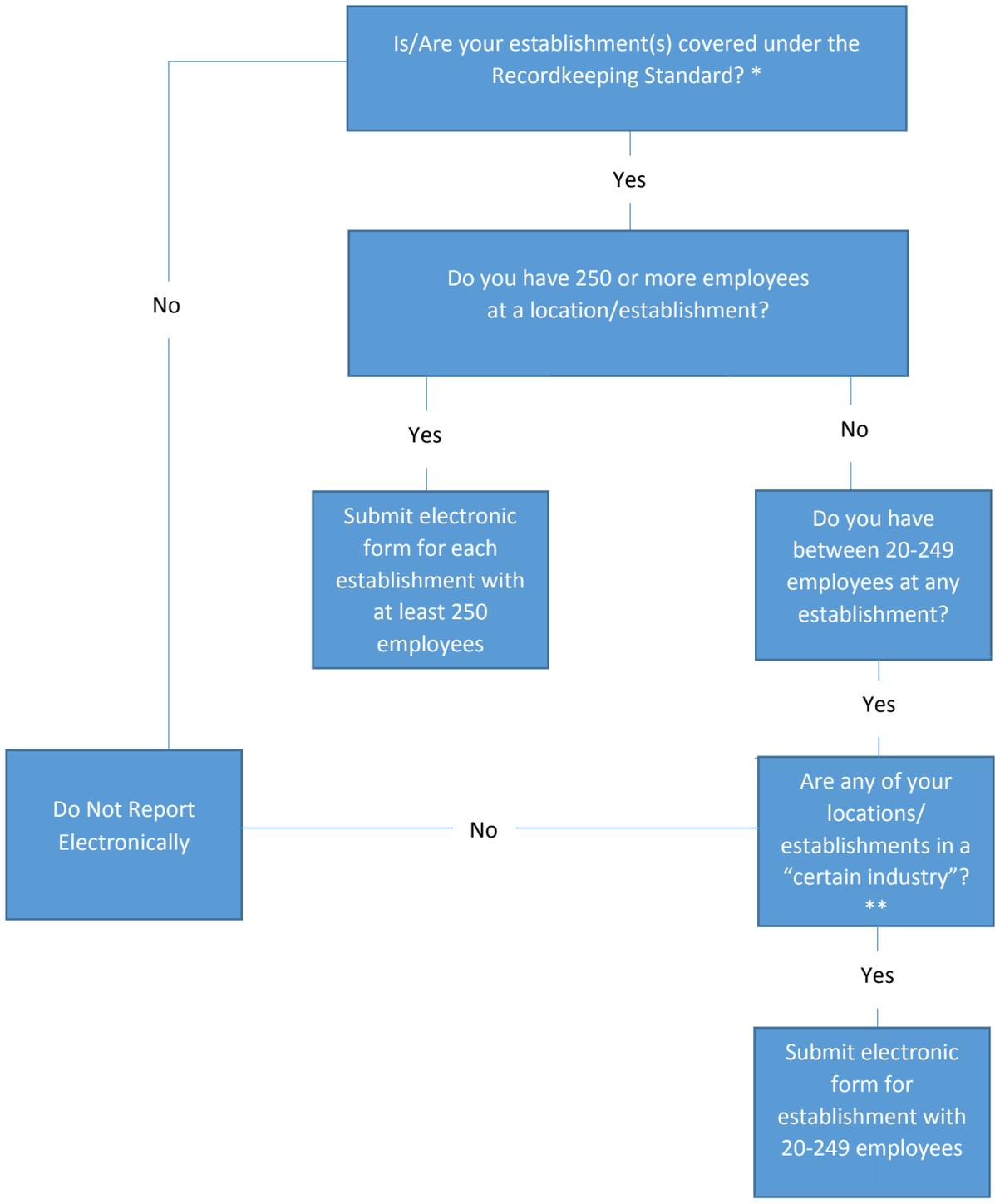
Public Entities: Must submit the data for each location regardless of the number of employees.

When: The requirement became effective on January 1, 2017. The new reporting requirements will be phased in over two years. In 2017, all ***covered establishments*** must submit information from their completed OSHA 2016 Form 300A by December 31, 2017. In 2018, covered establishments with 250 or more employees must submit information from all completed 2017 forms (300A, 300, and 301/FROI) by July 1, 2018, and covered establishments with 20-249 employees must submit information from their completed 2017 Form 300A(s) by July 1, 2018. Beginning in 2019 and every year thereafter, covered establishments must submit the information by March 2.

How: OSHA has provided a secure website that offers three options for data submission. First, users will be able to manually enter data into a web form. Second, users will be able to upload a CSV file to process single or multiple establishments at the same time. Last, users of automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface).

To access the forms to submit your data go to www.osha.gov/injuryreporting/index.html

Should you have any questions please contact your Senior Loss Control Consultant or Carol Fronczek, fronczek@wctrust.com (203) 678-0161



* <https://www.osha.gov/recordkeeping2014/OSHA3746.pdf>

** <https://www.osha.gov/recordkeeping/NAICCodesforelectronicsubmission.html>

Loss Control recommendations provided by the Trust are purely advisory and intend to assist our members in helping reduce claims or minimize risks, which cause injury or illness. These recommendations are based on observations and review of conditions and practices observed at the time of the visit, and do not imply or guarantee full compliance with local, state or federal laws, which may be applicable to such conditions and practices. These recommendations should not replace or be relied upon to fulfill any safety obligations you may have under federal and state law including OSHA. If you have any concerns about these recommendations as they may affect your obligations under federal and state law including OSHA you should consult with an expert. The Trust's list of recommendations should also not be relied upon as all-inclusive and do not signify or imply that other hazards or safety violations do not exist. The implementation of recommendations made by the Trust is the sole responsibility of the member.

How to Determine Your Organization's NAIC Code

Start here: <https://www.census.gov/eos/www/naics/>

Step 1: Enter the name of your organization in the search box. Click on 2017 NAICS search.

The screenshot shows the homepage of the North American Industry Classification System (NAICS). At the top, there is a navigation bar with the United States Census Bureau logo and various menu items: Topics, Geography, Library, Data, Surveys/Programs, Newsroom, and About Us. Below the navigation bar is a search box with the text "Search". The main heading is "North American Industry Classification System". Below this heading is a navigation menu with buttons for Main, History, Development Partners, Federal Register Notices, NAPCS, and FAQs. The "NAICS Search:" section is highlighted with a yellow circle. It contains three search boxes: "2017 NAICS Search", "2012 NAICS Search", and "2007 NAICS Search". The "2017 NAICS Search" box is also highlighted with a yellow circle. To the right of the search boxes is the "Introduction to NAICS" section, which provides an overview of the system and links to the "2017 NAICS Manual" (PDF, 7.5MB). Below the manual is a link to "View or download this publication". To the right of the manual is the "Announcements" section, which lists several updates and notices, including "The 2017 NAICS Manual is now available here to view or download", "NAICS 2017 Revision is final", "NAICS 2017 Structure", "2017 NAICS to 2012 NAICS", and "2012 NAICS to 2017 NAICS".

Step 2: Click on the 2017 NAICS Structure link, circled in yellow.

The screenshot shows the search results page for the NAICS website. The search box at the top contains the text "Pierce Memorial". Below the search box is the "2017 NAICS Key Word Search" section. It displays "Search results for: Pierce Memorial" and "Number of records found: 0". A yellow circle highlights the "2017 NAICS structure" link in the search results. Below the search results is the "Reference Files" section, which lists several files: "2017 NAICS", "2012 NAICS", and "2017 NAICS Structure" (PDF, 94KB). The "2017 NAICS Structure" link is circled in yellow. To the right of the search results is the "Announcements" section, which lists several updates and notices, including "The 2017 NAICS Manual is now available here to view or download", "NAICS 2017 Revision is final", "NAICS 2017 Structure", "2017 NAICS to 2012 NAICS", and "2012 NAICS to 2017 NAICS".

Step 3: Choose the industry that best represents your organization. For most of Trust members, it would be 62 Health Care and Social Assistance. Click on that link.



[Topics](#)
Population, Economy

[Geography](#)
Maps, Products

[Library](#)
Infographics, Publications

[Data](#)
Tools, Developers

[Surveys/Programs](#)
Respond, Survey Data

[Newsroom](#)
News, Blogs

[About](#)
Our Role

You are here: [Census.gov](#) > [Business & Industry](#) > [NAICS](#) > [NAICS Search/Tools](#)

North American Industry Classification System

[Main](#)

[History](#)

[Development Partners](#)

[Federal Register Notices](#)

[NAPCS](#)

[FAQs](#)

NAICS Search:

Enter keyword or 2-6 digit code

Enter keyword or 2-6 digit code

Enter keyword or 2-6 digit code

Reference Files

- [2017 NAICS](#)
- [2012 NAICS](#)
- [2007 NAICS](#)
- [2002 NAICS](#)
- [1997 NAICS](#)
- [Concordances](#)
- [Downloadable Files](#)
- [NAICS Update Process Fact Sheet \[PDF, 37KB\]](#)

Contact Us

[Email Us](#)

2017 NAICS

The following table provides detailed information on the structure of NAICS.

Sector	Description
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration

Step 4: Take a little time to go through all the choices here. Be certain to scroll down to see all the options that are available. If you click on a code, it brings you to a description of the code. **You will need to find the 6 digit code that best represents your organization.**

United States Census Bureau

U.S. Department of Commerce | Blogs | Index A-Z | Glossary | FAQs

Search

Topics: Population, Economy | Geography: Maps, Products | Library: Infographics, Publications | Data: Tools, Developers | Surveys/Programs: Respond, Survey Data | Newsroom: News, Blogs | About Us: Our Research

You are here: [Census.gov](#) > [Business & Industry](#) > [NAICS](#) > NAICS Search/Tools

North American Industry Classification System

- Main
- History
- Development Partners
- Federal Register Notices
- NAPCS
- FAQs

NAICS Search:

Enter keyword or 2-6 digit code

Enter keyword or 2-6 digit code

Enter keyword or 2-6 digit code

Reference Files

- 2017 NAICS
- 2012 NAICS
- 2007 NAICS
- 2002 NAICS
- 1997 NAICS
- Concordances
- Downloadable Files
- NAICS Update Process Fact Sheet [PDF, 37KB]

Contact Us

[Email Us](#)



2017 NAICS Definition

T = Canadian, Mexican, and United States industries are comparable.

Search results for: **62**

Number of records found: 92

- [62](#) Health Care and Social Assistance^T
- [621](#) Ambulatory Health Care Services^T
- [6211](#) Offices of Physicians^T
- [62111](#) Offices of Physicians^T
- [621111](#) Offices of Physicians (except Mental Health Specialists)
- [621112](#) Offices of Physicians, Mental Health Specialists
- [6212](#) Offices of Dentists^T
- [62121](#) Offices of Dentists^T
- [621210](#) Offices of Dentists
- [6213](#) Offices of Other Health Practitioners^T
- [62131](#) Offices of Chiropractors^T
- [621310](#) Offices of Chiropractors
- [62132](#) Offices of Optometrists^T
- [621320](#) Offices of Optometrists
- [62133](#) Offices of Mental Health Practitioners (except Physicians)^T
- [621330](#) Offices of Mental Health Practitioners (except Physicians)
- [62134](#) Offices of Physical, Occupational and Speech Therapists, and Audiologists^T
- [621340](#) Offices of Physical, Occupational and Speech Therapists, and Audiologists
- [62139](#) Offices of All Other Health Practitioners^T
- [621391](#) Offices of Podiatrists
- [621399](#) Offices of All Other Miscellaneous Health Practitioners
- [6214](#) Outpatient Care Centers^T
- [62141](#) Family Planning Centers^T

Questions? Contact:

Grayson Gregory

CT Labor Department/OSHA Division

grayson.gregory@ct.gov (preferred)

860-263-6912

Final Rule to Improve Tracking of Workplace Injuries and Illnesses

Each year, millions of workers suffer serious injuries and illnesses on the job. Under the Federal *Occupational Safety and Health Act*, employers must provide their workers with worksites free of recognized serious hazards. In order to help prevent work-related injuries and illnesses, the Occupational Safety and Health Administration (OSHA) has for decades required employers to keep track of their workers' injuries and illnesses by recording them in what is often called an "OSHA log."

Under a final rule that becomes effective January 1, 2017, OSHA will revise its requirements for recording and submitting records of workplace injuries and illnesses to require that some of this recorded information be submitted to OSHA electronically for posting to the OSHA website.

We are taking information that employers are already required to collect and using these data to help keep workers safer and make employers, the public, and the government better informed about workplace hazards. Releasing the data in standard, open formats will:

- Encourage employers to increase their efforts to prevent worker injuries and illnesses, and, compelled by their competitive spirit, to race to the top in terms of worker safety; and
- Enable researchers to examine these data in innovative ways that may help employers make their workplaces safer and healthier and may also help to identify new workplace safety hazards before they become widespread.

In addition, the final rule includes provisions that encourage workers to report work-related injuries or illnesses to their employers and prohibit employers from retaliating against workers for making those reports.

OSHA expects this new rule will help improve workplace safety through expanded access to timely, establishment-specific injury and illness information for OSHA, employers, employees, employee representatives, potential employees, customers, potential customers, and public health researchers.

The rule will also provide OSHA with data to assist the agency in improving allocation of compliance assistance — help OSHA provide to employers who want to improve their safety standards — and enforcement resources, expanding the Agency's ability to identify, target and remove safety and health hazards, thereby preventing workplace injuries, illnesses and deaths. It will also enable OSHA to conduct more rigorous evaluations of the impact of government injury prevention activities.

In addition, behavioral science suggests that public disclosure of the data will "nudge" employers to reduce work-related injuries and illnesses in order to demonstrate to investors, job seekers, customers, and the broader public that their workplaces provide safe and healthy work environments for their employees. Currently, employers cannot compare their injury experience with other businesses in their industry; they can only compare their experience with their industry as a whole. Access to establishment-specific data will enable employers to benchmark their safety and health performance against industry leaders, encouraging them to improve their safety programs.

Finally, public access to very large sets of workplace injury and illness data will provide public health researchers with unprecedented opportunities to advance the fields of injury and illness causation and prevention research.

Background

In 2013, OSHA issued a proposed rule to improve tracking of workplace injuries and illnesses through the electronic collection of establishment-specific injury and illness data

to which OSHA currently does not have direct access. The agency held a public meeting in January 2014 and received comments on the proposal. After considering public comments, OSHA is now issuing a final rule that requires certain employers to electronically submit injury and illness data.

Electronic Submission Requirements

The final rule requires certain employers to electronically submit the injury and illness information they are already required to keep under existing OSHA regulations.

The requirement applies to the following:

- Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records must electronically submit information from OSHA Forms 300 — *Log of Work-Related Injuries and Illnesses*, 300A — *Summary of Work-Related Injuries and Illnesses*, and 301 — *Injury and Illness Incident Report*.
- Establishments with 20-249 employees that are classified in certain industries with historically high rates of occupational injuries and illnesses must electronically submit information from OSHA Form 300A.

The electronic submission requirements do not change an employer’s obligation to complete and retain injury and illness records.

Data submission from OSHA Forms 300 — *Log of Work-Related Injuries and Illnesses*, 300A — *Summary of Work-Related Injuries and Illnesses*, and 301 — *Injury and Illness Incident Report* for these establishments will be phased in as follows:

Submission year	Establishments with 250 or more employees	Establishments with 20-249 employees	Submission deadline
2017	Form 300A	Form 300A	July 1, 2017
2018	Forms 300A, 300, 301	Form 300A	July 1, 2018

Beginning in 2019, the submission deadline will be changed from July 1st to March 2nd. Timeliness of the data collected is important for surveillance and intervention activities. The earlier a workplace hazard can be identified, the earlier it can be removed, reducing the chances of another worker being injured or becoming ill.

OSHA will post the establishment-specific injury and illness data it collects under this recordkeeping rule on its public Web site (www.osha.gov). OSHA will remove any Personally Identifiable Information (PII) before the data are released to the public.

The final rule retains the provision that allows OSHA to collect information from employers that do not submit the information to the Agency on a routine basis. These employers would only be required to submit the data requested upon written notification from OSHA or OSHA’s designee.

States that operate their own job safety and health programs, also called OSHA State Plan states, must adopt requirements that are substantially identical to the requirements in this rule within six months after publication of the final rule.

Employees’ Right to Report Free from Retaliation

These data will only be accurate if employees feel free to report injuries and illnesses without fear of retaliation. The rule therefore also contains three provisions to promote complete and accurate reporting of work-related injuries and illnesses.

- Employers must inform employees of their right to report work-related injuries and illnesses free from retaliation. This obligation may be met by posting the OSHA *Job Safety and Health — It’s The Law* worker rights poster from April 2015 or later (www.osha.gov/Publications/poster.html).
- An employer’s procedure for reporting work-related injuries and illnesses must be reasonable and must not deter or discourage employees from reporting.
- An employer may not retaliate against employees for reporting work-related injuries or illnesses.

Workers' Rights

Workers have the right to:

- Working conditions that do not pose a risk of serious harm.
- Receive information and training (in a language and vocabulary the worker understands) about workplace hazards, methods to prevent them, and the OSHA standards that apply to their workplace.
- Review records of work-related injuries and illnesses.
- File a complaint asking OSHA to inspect their workplace if they believe there is a serious hazard or that their employer is not following OSHA's rules. OSHA will keep all identities confidential.

- Exercise their rights under the law without retaliation, including reporting an injury or raising health and safety concerns with their employer or OSHA. If a worker has been retaliated against for using their rights, they must file a complaint with OSHA as soon as possible, but no later than 30 days.

For more information, see [OSHA's Workers page](#).

How to Contact OSHA

For questions or to get information or advice, to report an emergency, fatality, inpatient hospitalization, amputation, or loss of an eye, or to file a confidential complaint, contact your nearest OSHA office, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



www.osha.gov (800) 321-OSHA (6742)



U.S. Department of Labor

Establishments in the following industries with 20 to 249 employees must submit injury and illness summary (Form 300A) data to OSHA electronically

[osha.gov/recordkeeping/NAICScodesforelectronicsubmission.html](https://www.osha.gov/recordkeeping/NAICScodesforelectronicsubmission.html)

NAICS	Industry
11	Agriculture, forestry, fishing and hunting
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale trade
4413	Automotive parts, accessories, and tire stores
4421	Furniture stores
4422	Home furnishings stores
4441	Building material and supplies dealers
4442	Lawn and garden equipment and supplies stores
4451	Grocery stores
4452	Specialty food stores
4521	Department stores
4529	Other general merchandise stores
4533	Used merchandise stores
4542	Vending machine operators
4543	Direct selling establishments
4811	Scheduled air transportation
4841	General freight trucking
4842	Specialized freight trucking
4851	Urban transit systems
4852	Interurban and rural bus transportation
4853	Taxi and limousine service
4854	School and employee bus transportation

NAICS	Industry
4855	Charter bus industry
4859	Other transit and ground passenger transportation
4871	Scenic and sightseeing transportation, land
4881	Support activities for air transportation
4882	Support activities for rail transportation
4883	Support activities for water transportation
4884	Support activities for road transportation
4889	Other support activities for transportation
4911	Postal service
4921	Couriers and express delivery services
4922	Local messengers and local delivery
4931	Warehousing and storage
5152	Cable and other subscription programming
5311	Lessors of real estate
5321	Automotive equipment rental and leasing
5322	Consumer goods rental
5323	General rental centers
5617	Services to buildings and dwellings
5621	Waste collection
5622	Waste treatment and disposal
5629	Remediation and other waste management services
6219	Other ambulatory health care services
6221	General medical and surgical hospitals
6222	Psychiatric and substance abuse hospitals
6223	Specialty (except psychiatric and substance abuse) hospitals
6231	Nursing care facilities
6232	Residential mental retardation, mental health and substance abuse facilities
6233	Community care facilities for the elderly
6239	Other residential care facilities

NAICS	Industry
6242	Community food and housing, and emergency and other relief services
6243	Vocational rehabilitation services
7111	Performing arts companies
7112	Spectator sports
7121	Museums, historical sites, and similar institutions
7131	Amusement parks and arcades
7132	Gambling industries
7211	Traveler accommodation
7212	RV (recreational vehicle) parks and recreational camps
7213	Rooming and boarding houses
7223	Special food services
8113	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance
8123	Dry-cleaning and laundry services

[Back to Top](#)

Updates to OSHA's Recordkeeping Rule: Who is Required to Keep Records and Who is Exempt

Under OSHA's recordkeeping regulation, certain covered employers are required to prepare and maintain records of serious occupational injuries and illnesses using the **OSHA 300 Log**. This information is important for employers, workers and OSHA in evaluating the safety of a workplace, understanding industry hazards, and implementing worker protections to reduce or eliminate hazards.

The revised rule updates the list of industries that are exempt from the requirement to routinely keep OSHA injury and illness records due to relatively low occupational injury and illness rates.

Who is exempt under the new rule?

There are two classes of employers that are partially exempt from routinely keeping injury and illness records. First, employers with ten or fewer employees at all times during the previous calendar year are exempt from routinely keeping OSHA injury and illness records. **OSHA's revised recordkeeping regulation maintains this exemption.**

Second, establishments in certain low-hazard industries are also partially exempt from routinely keeping OSHA injury and illness records. **Starting on January 1, 2015, there will be a new list of industries that will be partially exempt from keeping these OSHA records. Establishments located in states under Federal OSHA jurisdiction must begin to comply with the new requirements on January 1, 2015. Establishments located in states that operate their own safety and health programs should check with their state plan for the implementation date of the new requirements.**

Since 1982, this list has included establishments in the divisions of retail trade; finance, insurance and real estate; and the service industry if the three-year average lost workday case rate for their major industry group was 75 percent below the overall three-year average of the lost workday case rate for private industry. **OSHA's revised recordkeeping regulation provides an updated**

list of low-hazard industries that are exempt from routinely keeping OSHA injury and illness records. The new list of exempt industries is now classified by the North American Industry Classification System (NAICS), which is the standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing and publishing statistical data related to the U.S. business economy. Also, the injury and illness rate threshold is based on more recent Bureau of Labor Statistics (BLS) data.

Am I required to prepare and maintain records under the new rule?

To find out if you are required to prepare and maintain records under the updated rule, first determine your NAICS code by:

1. Using the search feature at the U.S. Census Bureau NAICS main webpage: www.census.gov/eos/www/naics. In the search box for the most recent NAICS, enter a keyword that describes your business. Choose the primary business activity that most closely corresponds to you, or refine your search to get more choices.
2. Viewing the most recent complete NAICS tables on the U.S. Census Bureau NAICS main webpage: www.census.gov/eos/www/naics. Select the two-digit sector code and choose a six-digit industry code to read its definition.

- Using an old Standard Industrial Classification (SIC) code to find your NAICS code using the detailed conversion tables on the U.S. Census Bureau Concordances page: www.census.gov/eos/www/naics/concordances/concordances.html.
- Contacting your nearest OSHA office or state agency for help.

Once you have found your NAICS code, you can use **Table 1** below to determine if your industry is exempt from the recordkeeping rule.

NOTE: Establishments of companies with 10 or fewer employees at all times in the previous year continue to be exempt from keeping OSHA injury and illness records, regardless of their industry classification. The partial exemption for size is based on the number of employees in the entire company.

What forms do I need to complete?

The OSHA injury and illness [recordkeeping forms](#) are:

- the Log of Work-Related Injuries and Illnesses (OSHA Form 300),

- the Summary of Work-Related Injuries and Illnesses (OSHA Form 300A), and
- the Injury and Illness Incident Report (OSHA Form 301).

Employers must fill out the Log and the Incident Report only if a recordable work-related injury or illness has occurred. Employers must fill out and post the Summary annually, even if no recordable work-related injuries or illnesses occurred during the year.

In place of the OSHA forms, employers may also use equivalent forms (forms that have the same information, are as readable and understandable, and are completed using the same instructions as the OSHA forms they replace). Many employers use an insurance form instead of the Incident Report, or supplement an insurance form by adding information required by OSHA.

Where can I find more information?

For more information about the updated industry codes, visit OSHA's webpage on the updated recordkeeping rule at www.osha.gov/recordkeeping2014.

Table 1: New List of Partially Exempt Industries

NAICS Code and Industry Description							
4412	Other Motor Vehicle Dealers	5151	Radio and Television Broadcasting	5412	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	6213	Offices of Other Health Practitioners
4431	Electronics and Appliance Stores	5172	Wireless Telecommunications Carriers (except Satellite)	5413	Architectural, Engineering, and Related Services	6214	Outpatient Care Centers
4461	Health and Personal Care Stores	5173	Telecommunications Resellers	5414	Specialized Design Services	6215	Medical and Diagnostic Laboratories
4471	Gasoline Stations	5179	Other Telecommunications	5415	Computer Systems Design and Related Services	6244	Child Day Care Services
4481	Clothing Stores	5181	Internet Service Providers and Web Search Portals	5416	Management, Scientific, and Technical Consulting Services	7114	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
4482	Shoe Stores	5182	Data Processing, Hosting, and Related Services	5417	Scientific Research and Development Services	7115	Independent Artists, Writers, and Performers
4483	Jewelry, Luggage, and Leather Goods Stores	5191	Other Information Services	5418	Advertising and Related Services	7213	Rooming and Boarding Houses

NAICS Code and Industry Description

4511	Sporting Goods, Hobby, and Musical Instrument Stores	5211	Monetary Authorities - Central Bank	5511	Management of Companies and Enterprises	7221	Full-Service Restaurants
4512	Book, Periodical, and Music Stores	5221	Depository Credit Intermediation	5611	Office Administrative Services	7222	Limited-Service Eating Places
4531	Florists	5222	Nondepository Credit Intermediation	5614	Business Support Services	7224	Drinking Places (Alcoholic Beverages)
4532	Office Supplies, Stationery, and Gift Stores	5223	Activities Related to Credit Intermediation	5615	Travel Arrangement and Reservation Services	8112	Electronic and Precision Equipment Repair and Maintenance
4812	Nonscheduled Air Transportation	5231	Securities and Commodity Contracts Intermediation and Brokerage	5616	Investigation and Security Services	8114	Personal and Household Goods Repair and Maintenance
4861	Pipeline Transportation of Crude Oil	5232	Securities and Commodity Exchanges	6111	Elementary and Secondary Schools	8121	Personal Care Services
4862	Pipeline Transportation of Natural Gas	5239	Other Financial Investment Activities	6112	Junior Colleges	8122	Death Care Services
4869	Other Pipeline Transportation	5241	Insurance Carriers	6113	Colleges, Universities, and Professional Schools	8131	Religious Organizations
4879	Scenic and Sightseeing Transportation, Other	5242	Agencies, Brokerages, and Other Insurance Related Activities	6114	Business Schools and Computer and Management Training	8132	Grantmaking and Giving Services
4885	Freight Transportation Arrangement	5251	Insurance and Employee Benefit Funds	6115	Technical and Trade Schools	8133	Social Advocacy Organizations
5111	Newspaper, Periodical, Book, and Directory Publishers	5259	Other Investment Pools and Funds	6116	Other Schools and Instruction	8134	Civic and Social Organizations
5112	Software Publishers	5312	Offices of Real Estate Agents and Brokers	6117	Educational Support Services	8139	Business, Professional, Labor, Political, and Similar Organizations
5121	Motion Picture and Video Industries	5331	Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	6211	Offices of Physicians		
5122	Sound Recording Industries	5411	Legal Services	6212	Offices of Dentists		

Table 2: Industries That Include Establishments Newly Required to Keep Records

NAICS Code	Title of NAICS Code
3118	Bakeries and tortilla manufacturing
4411	Automobile dealers
4413	Automotive parts, accessories, and tire stores
4441	Building material and supplies dealers
4452	Specialty food stores
4453	Beer, wine, and liquor stores
4539	Other miscellaneous store retailers
4543	Direct selling establishments
5311	Lessors of real estate
5313	Activities related to real estate
5322	Consumer goods rental
5324	Commercial and industrial machinery and equipment rental and leasing
5419	Other professional, scientific, and technical services
5612	Facilities support services
5617	Services to buildings and dwellings
5619	Other support services
6219	Other ambulatory health care services
6241	Individual and family services
6242	Community food and housing, and emergency and other relief services
7111	Performing arts companies
7113	Promoters of performing arts, sports, and similar events
7121	Museums, historical sites, and similar institutions
7139	Other amusement and recreation industries
7223	Special food services
8129	Other personal services

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For assistance, contact us. We can help. It's confidential.



www.osha.gov (800) 321-OSHA (6742)



U.S. Department of Labor

**Synopsis of the changes in the
Injury & Illness Reporting Requirement Rule
Public Sector Employers Only**

When does the rule become effective? The new rule takes effect **March 30, 2017**. It requires employers to electronically submit injury and illness data that they already record.

Will my operation be required to submit our records? Yes, U.S. Department of Labor (OSHA) will provide a secure website for the electronic submission of information. The website will include web forms for direct data entry and instructions for other means of submission (e.g. file uploads). Connecticut public sector employers will use the same secure web site.

Information can be found at www.osha.gov, recordkeeping page;
<https://www.osha.gov/injuryreporting/index.html>

What is the compliance schedule? The new reporting requirements will be phased in over two years. CONN-OSHA has adopted this rule change. Therefore, public sector employers must submit their injury and illness records as follows:

Establishments with 1 or more employees must submit:

- Information from their 2016 Form 300A by December 31, 2017.
- Information from all 2017 forms (300A, 300) by July 1, 2018.
- Beginning in 2019 information (300A, 300) must be submitted by March 2, 2019.

What else does the final rule do? In addition, the final rule revises OSHA's regulation on Recording and Reporting Occupational Injuries and Illnesses (29 CFR 1904). In order to ensure the completeness and accuracy of injury and illness data collected by employers and reported to OSHA, the final rule also:

- Requires employers to inform employees of their right to report work-related injuries and illnesses free from retaliation.
- Clarifies the existing implicit requirement that an employer's procedure for reporting work-related injuries and illnesses must be reasonable and not deter or discourage employees from reporting.
- Incorporates the existing statutory prohibition on retaliating against employees for reporting work-related injuries or illnesses.

What are the Anti-retaliation protections? The rule also prohibits employers from discouraging workers from reporting an injury or illness. The final rule requires employers to inform employees of their right to report work-related injuries and illnesses free from retaliation; clarifies the existing implicit requirement that an employer's procedure for reporting work-related injuries and illnesses must be reasonable and not deter or discourage employees from reporting; and incorporates the existing statutory prohibition on retaliating against employees for reporting work-related injuries or illnesses.

For additional information on the rule change and how it will affect you; go to:
<https://www.osha.gov/recordkeeping/finalrule/index.html>

Injury Tracking Application

Electronic Submission of Injury and Illness Records to OSHA

[Launch ITA](#)

Updated Click on "Launch ITA" to provide OSHA your 2016 OSHA Form 300A information. OSHA also published a [notice of proposed rulemaking](#) to extend the date by which certain employers are required to submit the information from their completed 2016 Form 300A electronically from July 1, 2017 to December 1, 2017.

Who: Establishments with 250 or more employees that are currently required to keep OSHA injury and illness records, and establishments with 20-249 employees that are classified in [certain industries](#) with historically high rates of occupational injuries and illnesses.

What: Covered establishments with 250 or more employees must electronically submit information from OSHA Forms 300 (Log of Work-Related Injuries and Illnesses), 300A (Summary of Work-Related Injuries and Illnesses), and 301 (Injury and Illness Incident Report). Covered establishments with 20-249 employees must electronically submit information from OSHA Form 300A.

When: The requirement became effective on January 1, 2017. The new reporting requirements will be phased in over two years. In 2017, all covered establishments must submit information from their completed 2016 Form 300A by December 31, 2017. In 2018, covered establishments with 250 or more employees must submit information from all completed 2017 forms (300A, 300, 301 and FROI (First Report of Injury) by July 1, 2018, and covered establishments with 20-249 employees must submit information from their completed 2017 Form 300A by July 1, 2018. Beginning in 2019 and every year thereafter, covered establishments must submit the information by March 2.

How: OSHA will provide a secure website that offers three options for data submission. First, users will be able to manually enter data into a web form. Second, users will be able to upload a CSV file to process single or multiple establishments at the same time. Last, users of automated recordkeeping systems will have the ability to transmit data electronically via an API (application programming interface). We will provide status updates and related information here as it becomes available.

- ◆ [View the CSV Instructions](#)
- ◆ [Download a CSV file template](#)
- ◆ [Download a CSV sample file](#)
- ◆ [View the API technical specifications](#)

ITA Job Aids: These instructions are available to support users through the submission process.

- ◆ [Getting Started in ITA](#)
- ◆ [Create an establishment](#)
- ◆ [Add 300A summary data](#)
- ◆ [Submit establishment data](#)
- ◆ [Upload a file](#)
- ◆ [View API token](#)
- ◆ [View an establishment or edit an establishment](#)
- ◆ [Edit 300A summary data](#)
- ◆ [Edit an ITA account](#)
- ◆ [Reset Password](#)

Injury Tracking Application File Upload Data Dictionary: Establishment and Form 300A

To report your establishment(s) injury and illness records using the File Upload feature, you must upload a CSV (comma separated value) file to the Injury Tracking Application (ITA) in the format specified below. This data dictionary will define the fields and formats that are required to upload information about the establishment and the summary data from Form 300A.

For the 2016 filing year, no establishment is required to submit case data from Forms 300 and 301.

If your file is processed correctly, you will receive a confirmation email listing the establishments that have been successfully submitted, meaning that OSHA considers the information to be complete.

If your file is not processed correctly, you will receive an email listing the errors that were found. Once corrected, you may re-upload the file.

Making Changes to Your Data

You can make changes to your data by uploading a new file. The establishments included in the new file will be updated and new submission records will be created.

Commas and Quotes in a CSV Batch File

A CSV batch file can contain special characters, such as commas and/or quotes, so long as the value which contains the comma or quotes is surrounded by quotes.

For example:

- A value which contains commas, such as 1, 2, 3 Street, would be need to be entered as "1, 2, 3 Street"
- A value which contains quotes, such as "123 & 4 Street", would need to be entered as ""123 & 4 Street""

Testing Your CSV Batch File

A testing/sandbox environment is available at <https://preview.osha.gov/injuryreporting/ita> which can be used to validate your CSV Batch file.

Please Note:

- Data submitted to this environment does not satisfy an employers' requirement to provide their injury and illness data to OSHA.
- Data submitted to this environment will be purged periodically.

Injury Tracking Application CSV Documentation

Help

- If you have any questions or problems, please use the contact form located at <https://www.osha.gov/injuryreporting/ita/help-request-form>.

Injury Tracking Application CSV Documentation

Changelog

2017-08-01

2017-03-01

- Added Testing/Sandbox environment information
- Added CSV escape character instructions
- Corrected the Annual Average Number of Employees needs to be greater than the total number of cases (Field G-J) additional validation edit check

Injury Tracking Application CSV Documentation

Establishment and Summary Data Dictionary

1. The first row of the Establishment and Summary file must be a header row containing the column names (e.g., company_name, establishment_name, etc.) specified in the table below.
2. Each subsequent row must contain the corresponding establishment and 300A summary information for a single establishment.
3. An Establishment and Summary Data file can contain data for one or more establishments.
4. Data for each establishment should come from that establishment’s completed OSHA Forms for Recording Work-Related Injuries and Illnesses (Form 300A) or equivalent documentation.

Data Element	Definition and Validations	Format	Length	Required
establishment_name	The name of the establishment reporting data. The system matches the data in your file to existing establishments based on establishment name. Each establishment MUST have a unique name.	Character	100	Yes
company_name	The name of the company that owns the establishment.	Character	100	No
street_address	The street address of the establishment. <ul style="list-style-type: none"> • Should not contain a PO Box address 	Character	100	Yes
city	The city where the establishment is located.	Character	100	Yes
state	The state where the establishment is located. <ul style="list-style-type: none"> • Enter the two character postal code for the U.S. State or Territory in which the establishment is located. 	Character	2	Yes
zip	The full zip code for the establishment. <ul style="list-style-type: none"> • Must be a five or nine digit number 	Text	9	Yes
naics_code	The North American Industry Classification System (NAICS) code which classifies an establishment’s business. Use a 2012 code, found here: http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012 . <ul style="list-style-type: none"> • Must be a number and be 6 digits in length 	Integer	6	Yes

Injury Tracking Application CSV Documentation

Data Element	Definition and Validations	Format	Length	Required
industry_description	<p>Industry Description</p> <ul style="list-style-type: none"> You may provide an industry description in addition to your NAICS code. 	Character	300	No
size	<p>The size of the establishment based on the maximum number of employees which worked there at any point in the year you are submitting data for.</p> <ul style="list-style-type: none"> Enter 1 if the establishment has < 20 employees Enter 2 if the establishment has 20-249 employees Enter 3 if the establishment has 250+ employees 	Integer	1	Yes
establishment_type	<p>Identify if the establishment is part of a state or local government.</p> <ul style="list-style-type: none"> Enter 1 if the establishment is not a government entity Enter 2 if the establishment is a State Government entity Enter 3 if the establishment is a Local Government entity 	Integer	1	No
year_filing_for	<p>The calendar year in which the injuries and illnesses being reported occurred at the establishment.</p> <ul style="list-style-type: none"> Must be a four digit number Cannot be earlier than 2016 	Integer	4	Yes
annual_average_employees	<p>Annual Average Number of Employees</p> <ul style="list-style-type: none"> Must be > 0 Must be a number Should be < 25,000 	Integer	10	Yes

Injury Tracking Application CSV Documentation

Data Element	Definition and Validations	Format	Length	Required
total_hours_worked	Total hours worked by all employees last year <ul style="list-style-type: none"> • Must be > 0 • Must be numeric • total_hours_worked divided by annual_average_employees must be < 8760 • total_hours_worked divided by annual_average_employees should be > 500 	Integer	10	Yes
no_injuries_illnesses	Whether the establishment had any OSHA recordable work-related injuries or illnesses during the year. <ul style="list-style-type: none"> • Enter 1 if the establishment had injuries or illnesses • Enter 2 if the establishment did not have injuries or illnesses 	Integer	1	Yes
total_deaths	Total number of deaths (Form 300A Field G) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_dafw_cases	Total number of cases with days away from work (Form 300A Field H) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_djtr_cases	Total number of cases with job transfer or restriction (Form 300A Field I) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_other_cases	Total number of other recordable cases (Form 300A Field J) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_dafw_days	Total number of days away from work (Form 300A Field K) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes

Injury Tracking Application CSV Documentation

Data Element	Definition and Validations	Format	Length	Required
total_djtr_days	Total number of days of job transfer or restriction (Form 300A Field L) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_injuries	Total number of injuries (Form 300A Field M(1)) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_skin_disorders	Total number of skin disorders (Form 300A Field M(2)) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_respiratory_conditions	Total number of respiratory conditions (Form 300A Field M(3)) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_poisonings	Total number of poisonings (Form 300A Field M(4)) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_hearing_loss	Total number of hearing loss (Form 300A Field M(5)) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
total_other_illnesses	Total number of all other illnesses (Form 300A Field M(6)) <ul style="list-style-type: none"> • Must be >= 0 • Must be a number 	Integer	10	Yes
change_reason	The reason why an establishment's injury and illness summary was changed, if applicable	Character	100	No

Additional Data Validations

In addition to the validations listed in the Data Dictionary, the following checks will be performed on your data to ensure that it is complete:

- The sum of Injury and Illness Types (Form 300A Fields M1-M6) must equal the sum of the Number of Cases (Form 300A Fields G-J).
- The Annual Average Number of Employees needs to be greater than the total number of cases (Field G-J)."

Injury Tracking Application CSV Documentation

- If there are cases with days away from work (Form 300A Field H), there must be days away from work (Form 300A Field K).
- If there are days away from work (Form 300A Field K), there must be cases with days away from work (Form 300A Field H).
- Days away from work (Form 300A Field K) must be higher than cases with days away from work (Form 300A Field H).
- If there are cases with job transfer or restriction (Form 300A Field I), there must be days with job transfer or restriction (Form 300A Field L).
- If there are days with job transfer or restriction (Form 300A Field L), there must be cases with days away OR job transfer or restriction reported (Form 300A Field H or I).

OSHA's Electronic Reporting Requirements

Frequently Asked Questions

Are the electronic reporting requirements based on the size of the establishment or the size of the firm?

The electronic reporting requirements are based on the size of the establishment, not the firm. The OSHA injury and illness records are maintained at the establishment level. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A firm may be comprised of one or more establishments. To determine if you need to provide OSHA with the required data for an *establishment*, you need to determine the establishment's peak employment during the last calendar year. Each individual employed in the establishment at any time during the calendar year counts as one employee, including full-time, part-time, seasonal, and temporary workers.

All establishments with 250 or more employees in industries covered by the recordkeeping regulation must electronically submit to OSHA injury and illness information from OSHA Forms 300, 300A, and 301. Establishments with 20-249 employees in certain [industries](#) must electronically submit information from OSHA Form 300A only.

How should the data be submitted and how long will it take?

OSHA has provided a secure website for the electronic submission of information. The website includes web forms for direct data entry and instructions for other means of submission (e.g. file uploads).

For establishments with 20-249 employees that are required to report, OSHA estimates that it will take a typical employer about 10 minutes to create an account and another 10 minutes to enter the required information from the Summary of Work-Related Injuries and Illnesses (Form 300A).

For establishments with 250 or more employees, OSHA estimates that it will take a typical employer about 10 minutes to create an account, 10 minutes to enter the required information from the Summary of Work-Related Injuries and Illnesses (Form 300A), and 12 minutes to enter the required information for each injury or illness recorded on their Log and Injury and Illness Incident Report forms (Forms 300 and 301).

Establishments must submit the information electronically and may not submit the information on paper. Employers who do not have the necessary equipment or internet connection may submit their data from a public facility, such as a library. OSHA also intends to provide an interface for entering data from a mobile device.

If my establishment is selected to respond to the Bureau of Labor Statistics' Annual Survey, do I have to give the same information to both Agencies?

OSHA and the BLS are working to identify and minimize the burden on employers that are required to respond to both data collections. However, at this time you will need to provide both agencies with the required data through their separate collection vehicles.

My company operates multiple facilities on a campus setting. Each facility has less than 250 employees, but the campus has more than 250 employees. How should I count my employees to determine if I have to electronically provide OSHA my injury and illness records?

The recording and reporting requirements of Part 1904 are establishment based. Under most circumstances, a campus is a single physical location and considered as a single establishment.

Under limited conditions, you may consider two or more separate facilities that share a single location to be separate establishments. You may divide one location into two or more establishments only when: 1) Each facility represents a distinctly separate business; 2) Each facility is engaged in a different economic activity; 3) No one industry description applies to the joint activities of the establishments; and 4) Separate reports are routinely prepared for each establishment on the number of employees, their wages and salaries, sales or receipts, and other business information.

If a case occurs in one year but results in days away during the next calendar year, do I record the case in both years?

No, you only record the injury or illness once. You must enter the number of calendar days away for the injury or illness on the OSHA 300 Log for the year in which the injury or illness occurred. If the employee is still away from work because of the injury or illness when you prepare the annual summary, estimate the total number of calendar days you expect the employee to be away from work, use this number to calculate the total for the annual summary, and then update the initial log entry later when the day count is known or reaches the 180-day cap.

May a firm with multiple establishments make a single submission of the data from the multiple establishments?

Yes, a firm with more than one establishment may submit establishment-specific data for multiple establishments. To do this, the firm will create one registration and follow the directions provided to submit data for multiple establishments. It is important to note that the electronic reporting requirements are for data at the establishment level, not the firm level. The submitted data must be specific for each individual establishment. Note that establishments under state plan jurisdiction must comply with state plan regulations. For more information about the regulations in individual state plans, see here: <https://www.osha.gov/dcsp/osp/statestandards.html>

Do I need special software to electronically submit the data to OSHA?

No. OSHA has provided a secure website for the electronic submission of information. The website includes web forms for direct data entry and instructions for other means of submission (e.g. file uploads).

My firm has multiple establishments that do different things. Which determines whether I have to submit data for those establishments, the industry classification of the firm or the industry classification of the establishment?

The electronic reporting requirements are based on the industry classification of the establishment, not the industry classification of the firm. An establishment is defined as a single physical location where business is conducted or where services or industrial operations are performed. A firm may be comprised of one or more establishments. Two groups of establishments are required to electronically submit data to OSHA: (1) Establishments with 20-249 employees in certain [industries](#), and (2) Establishments with 250 or more employees in industries subject to OSHA's recordkeeping requirement. Establishments that are partially exempt from OSHA's recordkeeping due to industry are not required to submit data, regardless of establishment size.

More questions? Contact
Grayson Gregory
CT Labor Department/OSHA Division
grayson.gregory@ct.gov
860-263-6912

Reporting and Recordkeeping Resources

- Reporting fatal or severe injury to OSHA
Occupational Safety and Health Administration
<https://www.osha.gov/report.html> or (800) 321-6742 (OSHA)

- OSHA Recordkeeping Fillable PDF Forms
Occupational Safety and Health Administration
https://www.osha.gov/recordkeeping/RKform300pkg-fillable-enabled_FormOnly.pdf

Recordkeeping Advisor
United States Department of Labor
<http://webapps.dol.gov/elaws/OSHARecordkeeping.htm>

▪ Christine George Federal OSHA Hartford office george.christine@dol.gov 860-240-3157 (Recordability questions)	Grayson Gregory CT Labor Department/OSHA Division grayson.gregory@ct.gov 860-263-6912 (NAICS code questions)
---	--

- Workers' Compensation Trust Loss Control Staff
 - Carol Fronczek: fronczek@wctrust.com
 - Kathy Marek-Bissonnette: marek-bissonnette@wctrust.com
 - Carlos Rivera: rivera@wctrust.com
 - Pamela Hunter: hunter@wctrust.com
 - Donna Santamaria santamaria@wctrust.com
 - John Sargent sargent@wctrust.com